

PORTFOLIOS

You should be ready to present your portfolio to a hiring committee or interviewer at any time during the interview process but be prepared that they may decline to view it due to time commitments. Never bring your portfolio to a job fair or interview day unless requested.

The culminating project developed during your undergraduate program is not the one to present as your professional portfolio. The former focuses on documenting professional growth while the latter focuses on demonstrating professional competency. Your undergraduate culminating project needs to be transformed into a marketing portfolio.

The amount of attention a hiring committee can give to a portfolio review is limited. Therefore, you must be highly selective of what materials you include. Any item that depicts classroom activities or products should provide a caption to identify its significance.

If at all possible, you should obtain information that will allow you to tailor your portfolio to the characteristics of the school in which you are seeking employment.

- Grade level
- Demographics of the district
- Teaching area
- Any known district or school application requirements
 - Schools' instructional arrangement (multi-age classrooms, non-graded schools, etc.)

Most Useful Portfolio Items (according to the Educational Placement Consortium)

Evidence of:

Writing Skills
Creativity
Knowledge base
Organization
Curriculum integration
Inclusion
Enthusiasm
Teaming
Self-evaluation
Technology
Innovation

Examples of:

Units of instruction
Planning materials
Teaching style and strategies
Age-appropriate materials
Assessment instruments
Student work
Writing samples
Teaching philosophy
Teacher journal
Summative appraisals
Classroom photographs (parents' permission)

Remember a few well-done pages are worth more than a stack of paper!

E-PORTFOLIOS

The most useful portfolio items mentioned above may be exhibited electronically using text, visuals, audio, and digital videos. Any visuals, audio or digital videos of children need parent's permission; if of adults, get their permission. Use a reputable search engine for samples and suggestions on how to create E-Portfolios. One popular format is PowerPoint. Some tips in creating an E-Portfolio :

- Be consistent with the design, color, and font of each slide.
- Keep text simple; to the point.
- Group up to three similar items per slide. If an item is unique, keep it on its own slide.
- Do not use too many animations; it distracts from your samples. Keep slide transitions simple and tasteful.
- Be sure to include your contact information.